




**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-36

26 July 2010

**“THE WORK NUMBER” FOR EMPLOYMENT AND INCOME VERIFICATION
NO EXPIRATION**

1. “The Work Number” is an automated employment verification service that allows technicians to have their employment and salary verified anytime of the day, every day of the year. This secure service is used for mortgage applications, reference checks, loan applications, and apartment leases. The key is that the employee is in control.
2. For employees, “The Work Number” offers security, convenience, and self-service. For employers, it offers increased efficiency and the elimination of cumbersome paperwork. For lenders and other verifiers, “The Work Number” offers speed and accuracy. It eliminates verifiers contacting HRO by fax, mail, or phone, which causes delays.
3. Each time technicians are paid, their information is securely transmitted to “The Work Number” and loaded into a secure database. The website provides a tutorial explaining how to utilize the service. Employees can then refer verifiers to this system to access their data.
4. “The Work Number” is accessible toll-free at 1-800-367-2884 or on the web at www.theworknumber.com. At the home page, click on “Enter Employee Section.” Enter employer code 10365 for the Department of Defense (DoD). On the next page, select the appropriate option indicating what you are verifying. To log in, enter your SSN and PIN. Your PIN is your birthday in MMDD format. Later, you will be required to create a new PIN.
5. To create a salary key for income verification, select “Create a Salary Key” under “Verifications.” A 6-digit salary key will be automatically generated. Provide this key to the verifier, along with the DoD code 10365. You may establish up to three salary keys at a time.
6. If you have any questions, please contact MSgt Howard Bentley, (916) 854-3636, DSN 466-3636, CAGNET 6-3636, or howard.f.bentley@us.army.mil. Questions may also be directed to Ms. Barbara Chiodo at (916) 854-3411, DSN 466-3411, CAGNET 6-3411, or barbara.chiodo@us.army.mil.


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